



Alaska Air National Guard Announcement Number: AKANG 11-63

Position Title: Education & Training Craftsman

AFSC: 3S251/3S271

Grade Req: MIN E-5

MAX E-7

Unit/Duty Location: 176th Force Support Flight, Joint Base Elmendorf Richardson , Alaska

OPENING DATE: 17 JUNE 2011

CLOSING DATE: 17 JULY 2011

WHO MAY APPLY/AREAS OF CONSIDERATION: NATIONWIDE

AREA OF CONSIDERATION: Applications for this announcement (AKANG 11-63) that will be forwarded for consideration will consist of all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level, and meet the grade requirement listed above **or** 2) AKANG AGR members who meet the minimum criteria for retraining (specifications listed below) and meet the grade requirement **or** 3) Personnel eligible for membership in the Alaska Air National Guard, personnel eligible to become members of the Alaska Air National Guard, hold the AFSC and meet the grade requirements as listed above. If you do not meet any of these criteria, your application will not be forwarded for consideration. ***All members MUST meet the grade requirement and medical requirements outlined***

SELECTING SUPERVISOR: MSgt Glaze

Major duties may include:

- Develop, deliver, and evaluate Education and Training (E&T) programs
- Collect and analyze job performance data, and conduct occupational analysis surveys
- Compare individual knowledge and skills with job standards, and identify E&T requirements
- Develop objectives to meet Air Force academic, vocational, and technical standards
- Determine most cost effective method to deliver E&T
- Sequence objectives; selects instructional design, method, and media; and identifies resource needs
- Create materials to support objectives; develop tests and standards to measure individual abilities
- Evaluate E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys
- Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions.
- Conduct work center visits, and organizes programs to develop and conduct job site training
- Help obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs
- Coordinate and schedule events and facility use
- Forecast E&T requirements, determine validity, and assesses cost
- Request course quotas; monitor formal E&T process; prepare and maintain records of course attendance, withdrawals, completions, and costs
- Manage automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program
- Advise on unit and individual E&T progress. Coordinates wartime task training
- Organizes E&T programs to achieve educational goals and mission requirements
- Prepare directives to manage and control E&T programs
- Maintain E&T data, and provides statistical reports on programs and operations
- Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel
- Organize and control facilities, supplies, and equipment to support E&T needs
- Participate in utilization and training workshops, training planning teams, and training planning groups
- Other duties as assigned

Initial Eligibility Criteria:

**APTITUDE REQUIREMENT
GENERAL – 59**

**PHYSICAL PROFILE
PULHES – 333333**

**SECURITY CLEARANCE
Secret**

***Prior qualification in any AFSC at the 5-skill level or higher**

Desirables:

Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

Applicants need to submit Current Records Review Rip (vMPF RIP)

See page 2 for All Required Documentation needed

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES: Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 4-6 are requested by the selecting supervisor. If the requested documents are not submitted, you may include a letter of explanation.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF)
3. CURRENT Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Resume
6. Last 3 Enlisted Performance Evaluations (if applicable)

****SUBMIT NO STAPLES/NO BINDINGS****

**** Alaska Air National Guard - Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application****

QUESTIONS:

The HRO Liaison- 176th Force Support Flight, MSgt Kelly Shewfelt, 907-551-7648 (DSN 317-551-7648)
To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.